Transfer Students



Things to Consider when Receiving a Transfer Student

- Special education student?
- Student undergoing evaluation?
- IEP immediately available?
- Confirmation of special education status from previous school?
- Ability to obtain special education records?
- Transferring interstate or intrastate?

In State Transfers

- If there is a current IEP, the new school district, in consultation with the parents...
 - must provide FAPE to the student, with services comparable to the previous IEP
 - until the new school district adopts the previous IEP as written or develops and implements a new IEP.

Out of State Transfers

- If there is a current IEP, the new school district, in consultation with the parents...
 - must provide FAPE to the student, with services <u>comparable</u> to the previous IEP, until the new school district determines if an evaluation is needed to determine continued eligibility

Out of State Transfers

- If an evaluation is needed, the IEP team follows regular reevaluation procedures
 - review of existing data by the IEP team
 - conduct additional assessments if determined necessary
 - determine eligibility
- If student is determined to be eligible, the new school district develops and implements a new IEP.

Transfer Students during Evaluation or Reevaluation

- The initial evaluation 60 day timeline does not apply if the student transfers between schools or school districts, either within the state or from another state
- If the evaluation process has been started before the transfer, then the receiving school is responsible for ensuring that sufficient progress is being made to ensure a prompt completion of the evaluation.
- If that progress is being made, then the parent and the receiving school must agree to a specific timeframe for a completed evaluation.
- For reevaluations, the receiving school must meet the same obligations as for an initial evaluation, but without the 60 day timeline.

Transfer Students without Special Education Records

- If parents report that their student was receiving special education and related services previously, but can't provide the records, the receiving school is responsible for promptly requesting the special education records from the previous school, either by mail or by phone.
- If verified as in special education, while waiting for the records, an IEP meeting needs to be scheduled.
 - Provide a Notice of Meeting and develop a temporary/diagnostic IEP and placement, which can be used for a period of up to 30 calendar days.
 - Have parents sign consent for initial placement.
 - During that 30 day period, if the receiving school does not receive the student's special education file, then the parent can make a referral to special education to initiate an initial evaluation, following the usual procedures.

Obtaining Special Education Records

- The new school district must take reasonable steps to promptly obtain the student's records
 - which includes the IEP and any other supporting documents relating to special education and related services the student was previously receiving
- The previous school district must promptly respond to the records transfer request

Summary

- These changes allow the new school district an opportunity to:
 - provide immediate special education and related services to transfer students
 - determine continuing eligibility and educational needs before developing an IEP
 - provide incentives for the prompt request and exchange of educational records
 - decrease the need for additional assessments